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Slides and Vugraphs

(Their Preparation and Use)

An Excerpt from the Fritz Lab Research Manual
(237.6A)

by

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237.113

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INSTRUCTIONS FOR PRESENTING ENGINEERING REPORTS

(Prepared by the Metropolitan (N.Y.) Section of the ASCE)(Adaptation)

1. Do not read a paper or manuscript; this tends to kill attention and interest. Instead, prepare in advance a well-planned mental outline of what you are going to say, using, if necessary, a memorandum card to recall successive points to the memory.

2. Select only the high spots of your subject matter for oral presentation. Material of a mathematical statistical, or involved nature cannot be effectively presented and should be reserved for the printed publication.

3. Plan your opening sentences before you get up to speak.

4. Do not commence with an apology. May call attention to something the audience probably won't notice anyway.

5. Face your audience; look at your audience; speak to your audience.

6. Pitch your voice so as to be clearly heard by those in the farthest seats. Avoid a monotone; it is desirable, occasionally, to change the pitch or quality of your voice for emphasis, or to retain attention.

7. Be brief. A talk is rarely effective after the first twenty minutes. A discussion should be much briefer, especially when the program is lengthy.

8. Relax. Avoid strain in posture or in voice. A touch of natural humor or human interest will add to the effectiveness.

9. Use slides or other illustrative material where suitable. In a latern-slide presentation, it is particularly important to avoid monotony of voice or subject matter, since the accompanying conditions of light and atmosphere are inherently of a soporific nature.

10. When explaining slides on the screen or matter on the blackboard, face the audience while talking and not the screen or blackboard.

11. Be kindly. Avoid self-advertising. Avoid disparagement of others. Treat differences of opinion with courtesy.

12. Plan your concluding sentences before you get up to speak. When time limitation prevents completion of all you planned to present, or when lost for things to say, go straight to your conclusion as an effective ending.

13. Ignore your "fluffs". Call attention to the subject, not the speaker.

14. Watch out for mannerisms.

FURTHER NOTES ON ORAL REPORTS

1. Guiding principle: Think of the audience

2. Slides and Visual Aids: See section 6 of Manual

3. Manuscript: When copies available, take them to the technical session

3A Speaker's Manuscripts: Notes preferred.

4. Projectionist: Check with him in advance; are slides right side up?
   Is sequence correct?

5. Light control: Avoid completely black room

6. "Lights, please": Avoid numerous changes of light intensity

7. Slide focus: Call for focus if not clear

8. Pointer: Check in advance
   Turn off when not in use

9. Try it out: Review with colleague or supervisor

10. Speak slowly

11. Microphone: Give it due attention

12. Time Schedule: Adhere to instructions

13. Discussion: "Plant" a first question
    Speak up with your question

14. Listeners: Keep head out of light

15. Sit in front: Make a "commitment"
    Look at speaker; encourage him

16. Back-of-room control

17. Enunciation & Pronunciation

ON THE USE OF SLIDES (Further Notes)

See "At Last" (Report 369.18)

1. Avoid technical descriptions without slides (or illustrations)

2. Numbers and numerical results. Show them on the slide. Don't just "say" them. "If it's important enough to know, then it's important enough to show".

3. Light. Avoid talking in the dark (as at the end of the last slide).

4. Are slides the best visual aids? A flip chart or vugraph might be better for a small group--except for photographs.

5. Read instructions prepared by the sponsoring society.

6. Carry slides in a "holder" for protection and for maintaining sequence.

7. Number the slides. Two numbers are usually needed :
   (a) "Slide No." for filing ("288.21")
   (b) "Sequence No." for correct sequence
   for correct position

8. Stand still and close to screen:
   Avoid impression that you're on a reversing treadmill.

9. Slide on too long -- or too short.

ON THE PREPARATION OF SLIDES

1. Illustration copy from which photo is taken is to be prepared in one size:

6" x 9"

   Use horizontal orientation

2. Minimum size of lettering to be used on illustration copy:

1/30th of exposed height

   Note: 1/30 x 6" = 0.20" (#240 (5/16") Leroy template)

3. Typing cannot be used for slide "originals" except by special permission

4. Weight of Line: Main curve #3 (or 5) Leroy pen
   Secondary #2
   Coordinate #1

5. Photographs: Watch the background

6. Keep it simple: If completed slide can't be "read" at 18", then it won't do

7. Color: Don't use too much of it (or too many different colors)

8. Tables: Avoid, where possible

9. Equations: Keep them to a minimum

10. Avoid "turned" lettering

11. Number the sketch - and slide

12. Prepare separate "copy" for drawings and for slides.

13. Allow adequate time for art work.

How to Make Slides

(Ref: Fritz Lab Research Manual (237.6A)
Fritz Lab Report No. 237.113

1. Get your outline made first.

2. Get the text in shape that you plan to illustrate.

3. Read "At Last". Follow it!!

4. Photographs: observe the normal rules of good photography

   - Principal subject as large as possible
   - People in photograph if possible
   - Avoid "portrait" pose

5. Drawings and Sketches

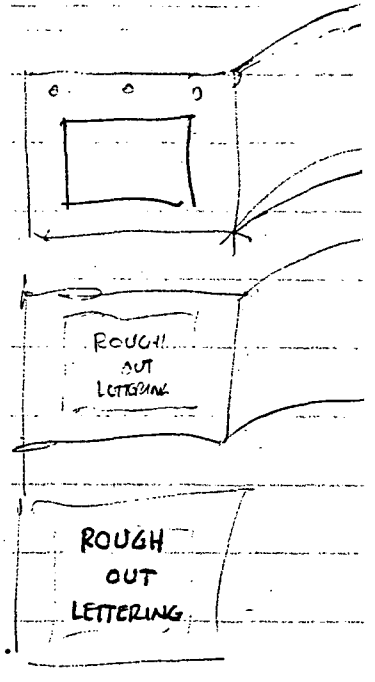
   a) Prepare "Slide Description" - Layout to small scale. Thompkin Telepads are useful.

   b) Rough out the lettering

      - 6" x 9" "box" beneath
      - Ogilvie non-reproducing 8½ x 11 pad.

   c) Finish lettering

      1) Draftsman
      2) Transfer lettering
      3) Hand lettering



6. Photographs to be made into slides

   Crop so it looks like a photo - not a "photo of a photo".

7. Books and other objects

   Same principle as 6: Background larger than field of view of camera.

SLIDE PREPARATIONS: Slide Pad

The sheet attached to this page is a handy device for planning slides.

Also, at the bottom is a convenient place for listing the main points of the "text" that go with the slide.

The form has another advantage: it controls the size and amount of lettering. If the lettering cannot be placed conveniently and read on this layout, then it won't be satisfactory in the projected slide.

These sheets are available in pad form from Supply room.

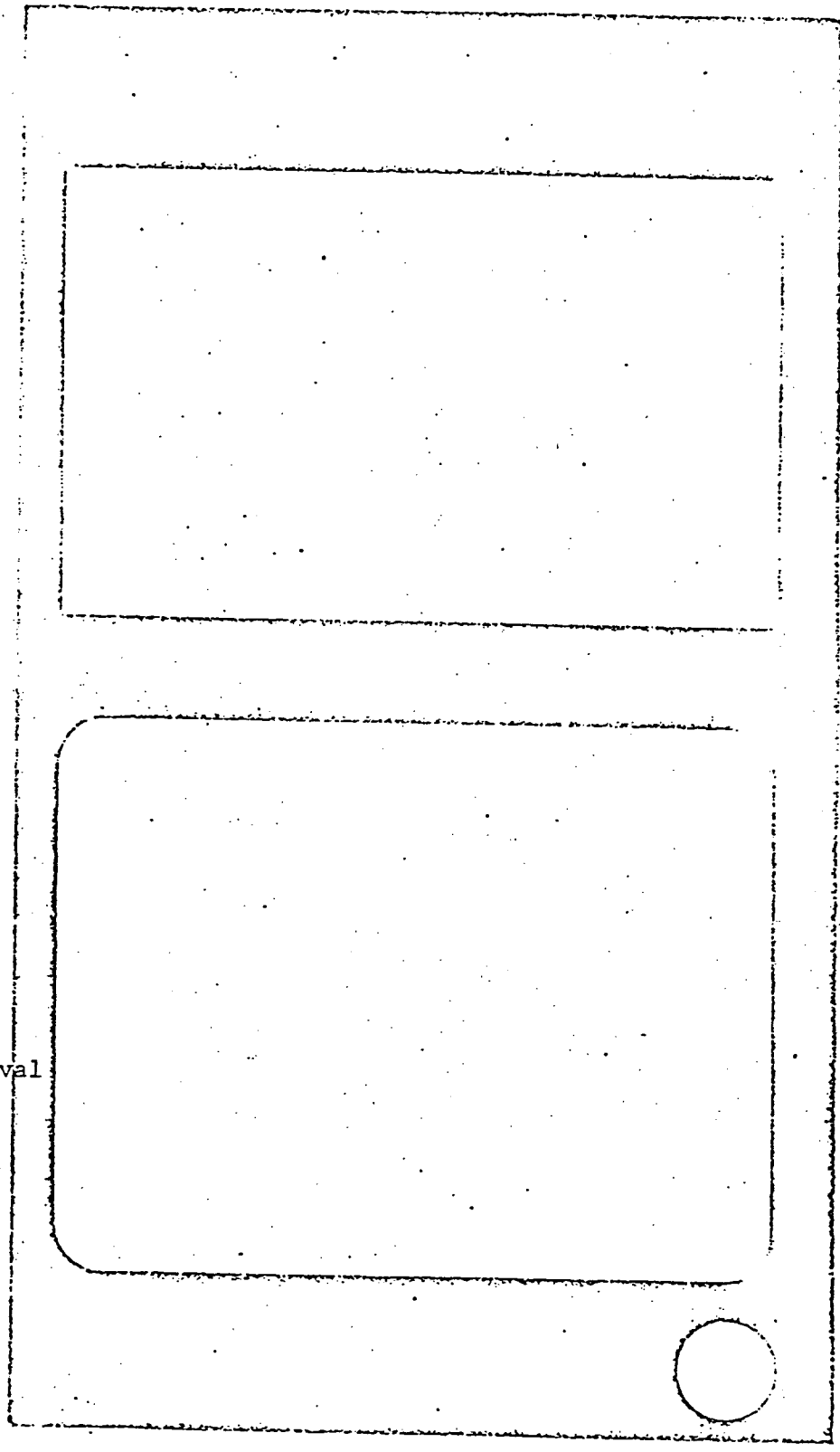
Also available from:
Sam Flax
25E 28th St.
New York, New York 10016

Number them with same scheme as slides.

- Makes for easy retrieval
- Contains data about each slide.

Retain at desk, filed in numerical order.

Print - as used in talk.



~~22 Nov 73~~
~~4 Dec 74~~
27 Nov 75

1/2

GOOD & BAD SLIDES

(CE~~456E~~ class)
185

			Slide No.	Use No.	Used
1	Start:	Black slide in projector	237.=8x17	1	
2	Too crowded:	typed (& upside down)	268.21	2	
3	Typed	but ok	268.22	3	
4	Sloppy	wires	233.20	4	
5	Coordinate Axes	good break	317.47	5	
6	Color	B & W OK, but no "zip"	273.102	6.1	
		In color	273.103A	6.2	
		Too many colors	273.86	3	
		Color too prominent	273.265	4	
			205.71	5	
		Many colors--but OK	205.87	6	
		Poor color exposure	273.54	7	
		B & W--but better	273.16	8	
		B & W--OK	205.36	9	
		Color--better	205.36A	6.10	
7	Background	Windows	205C.110	7.1	
		Windows	321.78	7.2	
		Candles	237.53	7.3	
8	Black	For a break	237.75	8.1	
			237.76	8.2	
9	Keys (& crowded)	Too much--lettering too small & vertical	205C.78	9.1	
			205H.17	9.2	
10	"Reversed"	Requires dark room	205.30	10.1	
		Keys	205C.47	10.2	
11	Charts	Typed--Table--Too crowded	205A.33	11.1	
		Chart too crowded	(205H.31) 205.89	11.2	
		(As it should be)	251.284A	11.4	
12	No Vertical Slides		237.78	11.3	
			~~251.284A~~	12	
13	Formulas	Bad	(205H.4) 205A.11	13.1	
		Good	287.27	13.2	
14	Title Slides		345.56	14.1	
			369-176 low 288.193	14.2	
15	Sequence	Full load--(too much)	205.173	15.1	
		Detail first	205.172	2	
		(Reverse projector)	205.173	3	
		Test result-phases	273.262	4	
			273.264	5	
			273.263	6	
			273.262	7	
		σ-ε part	237.54	8	
		both	237.55	9	
			355.50	10	
			355.51	11	
			355.52	12	
			355.53	13	
			355.54	14	
			~~327.67~~	15	
			327.68	16	
			327.70	15.17	

385
~~4-7, 4-12~~ 6.2-3, 237 45

		Slide No.	Line
16	Background Drawings	237.77	16.1
		237.79	16 2
17	Accuracy	237.80	17.1
18	Composite	205.17 ~~205.38~~	18.1
19	Caught short	205.47 ~~237.74~~	19
20	A good rule	205. 116 237.56	20.1
		237.72 (Papa)	21
21	The result Attention from audience	237.57	21.1
	Black slide at end		
	Slides of Building of Lab	LSB series	
	slides of San Francisco	369-series	
22	"Cool It"		22

~~Dist. Talks~~
~~456E, 6.3-3~~

15A People in picture 237.48 x - 15.18

21G Last slide blank 237.48 X— 21.5

VUGRAPH

1. Advantages

Enhances visual communication with audience
Transparencies can be prepared quickly
Transparencies are inexpensive to prepare
Speaker has immediate control of apparatus
Additions to transparency can be made during presentation
Permits more light in room (usually full-intensity)
When mounted, notes can be written on mounts

2. Disadvantages

Potential "Keystoning"
Photographs require special (and fairly expensive) processing
It may require a bit more finesse in changing slides

3. Equipment for Preparation of Transparencies

Routine processing possible on FL 3M machine (30¢ per sheet)
More sophisticated transparencies (color, photos, etc.) are possible commercially
Use pencil or other graphite base marker on any type paper
Transfer lettering: Available at Supply Bureau

4. Markers

Grease pencil "Blaidsdell" china-marker
Felt-tip pen -- Vis-a-Vis (Sanford) Supply Bureau

5. Things to Watch

1. Set up the vugraph on right side of screen and at such distance so that the image fills the screen
2. Lettering must not be too small
3. Do not wave pointer in front of image
4. Face audience and point to transparency -- not the screen
5. Beware of head or hand in field of view
6. Allow enough time for audience to "take in" the illustration
7. Lay the "pointer" down (or brace palm of hand) if it vibrates

(Good and Bad Vugraphs)

			Key
1.	Most Common Error	Take a table out of a report	4.6 2.13
2.	Lettering Too Small		Fig. 14
	Too much detail	Modify existing original	14 Mod Fig. 16
3.	Impossible, but it happens	A page out of a report	A
4.	Use of Color		B A1
5.	Too Wide		288-199
6.	Too Tall		269.38
7.	Title Slide		
8.	Holders		
9.	Sequential Display (Uncovering)	Slide Design	E1-A
		Commercial	E1
		"Do-it-yourself"	3.6x-1
10.	"Build-Up" Sequential Display		C1
11.	Spacers		
12.	Transfer Lettering	(Demonstration)	Futura Bold 24-18